



INTERNATIONAL LAW SECTION

THE STATE BAR OF CALIFORNIA

INTERNATIONAL LAW SECTION

Executive Committee Meeting

Friday, January 18, 2008

6:00- 7:00 pm Reception

Saturday, January 19, 2008

Hyatt Regency Mission Bay

9:00 am to noon: Members, Advisors, Advisors Emeriti

12:30 pm – 4 pm: Members Only

AGENDA

1. Call to order – **San San Lee** , Chair
2. Introduction of Subcommittee Chairs – **San San Lee**, Chair

S. Elizabeth Foster, Website Subcommittee Chair
Brent Caslin, External Relationships Subcommittee Chair
Neil Smith, Programs Subcommittee Chair
Dena Cruz, Membership Subcommittee Chair
Anders Stenstedt, Publications Subcommittee Chair
Burt Fohrman, Editor of *The California International Law Journal*
Michelle Kim, Editor of the *eBrief*
3. Review financial statements – **Carol Brittain**, Treasurer
4. Approval of Minutes of Executive Committee Meeting, Newport Beach, November 3, 2007 (attached) – **Karine Faure Wenger**, Secretary
5. Subcommittee Reports:
 - a. Programs – **Neil Smith**
 - (1) **Legal Reform in China** Update -- **Saralyn Ang-Olson**

- (2) **Third Annual ADR program** update – **Julie Martinez/ Brent Caslin**
 - (3) **Life Sciences Program** update– **Alex Schlee**
- b. Publications –
 - (1) **Journal – Julie Martinez/ Burt Fohrman**
 - (2) **Ebrief – Michelle Kim** : Update on logistics of breaking up e-brief into two parts.
- c. Publicity – **Saralyn Ang-Olson**
- d. Membership, including Law Students Initiative – **Dena Cruz**
 - Nov. 8th Ethics Letter MCLE** – Mailed out to all members
 - Placing MCLE test on ILS website** from the Real Property Article written by Dena and Bruce.
 - Law Student Contest –**
- e. External Relationships – **Donal Hanley**
- f. Technical/Administrative – **S. Elizabeth Foster**
 - Updating roster
 - Now working on substance/content of site. Email Elizabeth with any input
 - Programs – wanting to put link to materials/ speaker info under the “member only” section
 - Excom – Include Calendar, minutes, agenda
 - ACTION ITEM – Elizabeth** will find out if we can add language and countries of interest to Excom Members profile
 - Suggestion – post Friendship Agreement update
- g. Ad Hoc Committee on Bylaws – **Donal Hanley**
- 6. Report on Collaboration with Other Bar Associations – **San San Lee and Dena Cruz**
 - Subcommittee for Collaboration with Foreign Bar Associations located outside of the US:
 - San San Lee and Dena Cruz, Co-chairs
 - Elizabeth Foster
 - Michelle Kim
 - Donal Hanley

Paro Astourian

6. New Business

a. Applications for appointment to Executive Committee for 2009:
deadline February 1, 2008 – **Steven Delateur**

- 5 spots are opening up.

7. Other Business

8. Expense reports and reimbursement policy – **Julie Martinez**

9. Adjournment

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Attachments:

- A. Draft minutes for review and approval from Island Hotel, Newport Beach, meeting on November 3, 2007.
- B. Action items for Subcommittee Chairs
- C. 2007 – 2008 Calendar

INTERNATIONAL LAW SECTION

Executive Committee Meeting

DRAFT MINUTES FOR REVIEW AND APPROVAL

from Island Hotel, Newport Beach, meeting

Friday, April 13, 2007



INTERNATIONAL LAW SECTION

Executive Committee Meeting

CLOSED SESSION -- VOTING MEMBERS ONLY

Island Hotel, Newport Beach

Friday, April 13, 2007 – 2:00 pm to 5:30 pm

MINUTES

1. Call to order – **Donal Hanley**, Chair
2. Review applications for membership on the Executive Committee for 2008 and determine recommendations to the Board of Governors – **Donal Hanley**, Chair
3. Other business
4. Expense reports – **Julie Martinez**
5. Adjournment



INTERNATIONAL LAW SECTION
Executive Committee Meeting

Open Session -- Members, Advisors and Emeriti

Island Hotel, Newport Beach
Saturday, April 14, 2007 – 9:00 am to 1:30 pm

MINUTES

1. Call to order; introductions – **Donal Hanley**, Chair
2. Review and approve minutes (attached) of previous meeting held at the Palace Hotel, San Francisco, March 24, 2007 – **Carol Brittain**, Secretary
3. Review financial statements – **Steven DeLateur**, Treasurer
4. New matters for consideration –
 - a. Submitted by San San Lee:

Dai Ichi Bar Association will visit San Francisco on March (?) 30, 2007 for signing of the Friendship Agreement between our organizations.

The State Bar is not planning an event, and the Section may wish to hold a reception in connection with the signing at the State Bar offices in San Francisco.
 - b. Submitted by Peter Gelles:
 - i. LCA delegation visit to San Francisco, April 30 to May 3, 2007, and potential future collaboration with the Section
 - ii. Multijurisdictional practice (MJP) update
 - c. Submitted by Donal Hanley:

Review of the Bylaws of the International Law Section; possible creation of special committee to study and recommend changes (copy of current bylaws is attached)
 - d. Submitted by Donal Hanley:

Request from the International Chamber of Commerce under the auspices of the International Court of Arbitration to assist in promoting their arbitration workshop to be held June 10-12, 2007 in San Francisco. Contact: Aisling Mullett at amt@iccwbo.org.

- e. Submitted by Russell Kerr:

ABA Section of International Law is seeking the Section's assistance in promoting their programs and other activities at the ABA's 2007 Annual Meeting in San Francisco, August 9-14, 2007. Russell inquires whether the Section still has a designated liaison to the ABA.

- f. Submitted by Jeff Shields/David Hirson:

Careers in International Law program presented on April 5, 2007, at Whittier Law School, Costa Mesa

5. Subcommittee reports (details below for each subcommittee's pending items) --

- a. Programs – Daniel Zimmerman
- b. Publications – Anders Stenstedt
- c. Publicity – Carol Brittain and Lyly Nguyen
- d. Law Schools – Dena Cruz
- e. Membership – Dena Cruz
- f. Networking/Liaison/Outreach – John Garman
- g. Technical/Administrative – Paul Supnik and Alex Schlee

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a. Programs – Daniel Zimmerman

➔ **Action item -- Programs:** Saralyn Ang-Olson to coordinate with Bruce Pickering and the Asia Society on possible China program on legal reform. Timeline should take into account lag time to process visa applications from visitors from abroad.

➔ **Action item -- Programs:** Dena Cruz to follow up with the Real Property section and with Peter Gelles about Annual Meeting collaborative program.

➔ **Action item -- Programs:** Carol Brittain to follow up with Charlotte Ito regarding a second part to last year's successful collaborative program with the Trusts and Estates section.

➔ **Action item -- Programs:** Neil Millard/Alex Schlee to report on possible Latin America program.

➔ **Action item -- Programs:** Daniel Zimmerman to follow up with Neil Millard (regarding a possible Latin America program) and with Alex Schlee (regarding a possible life sciences program).

➔ **Action item -- Programs:** Carol Brittain to prepare and distribute to all Committee members (1) a list of questions which must be answered by a program organizer to allow the publicity function to proceed efficiently, and (2) a set of date reminders to be distributed to program organizers to remind them of important dates in the publicity function.

➔ **Action item -- Programs:** Daniel Zimmerman to coordinate uploading of the current program planning template to the Section website for easy reference.

➔ **Action item -- Programs:** The anticipated third annual ADR program ('Decision 2008') to be discussed at the next meeting.

➔ **Action item -- Programs:** With regard to programs at the next Annual Meeting, it was noted that attention needs to be given to deadlines for programs; program titles; MCLE programs to be presented. Status: Need to check with Daniel Zimmerman.

➔ **Action item -- Programs:** Daniel Zimmerman, chair of the Programs Subcommittee, suggested holding a conference call in late February for the officers and subcommittee coordinators, while in the meantime, the heads of such subcommittees should arrange their own calls with their members. Status: Need to check with Daniel Zimmerman.

➔ **Action item -- Programs:** The Vice Chair and the Treasurer stated that the program planning template presented previously and at the meeting in hardcopy will be uploaded to the Section website for easy access. Status: To be done by Daniel Zimmerman.

➔ **Action item -- Programs:** Tricia Horan requested a list of programs, and the Chair asked Daniel Zimmerman to prepare the list for Tricia. Status: Need to check with Daniel Zimmerman.

➔ **Action item -- Programs:** The Chair noted that looking for cross over possibilities in program titles would increase attendance, and everyone should keep this in mind. He requested that all proposals be sent to Daniel Zimmerman, Program Subcommittee Chair, before the deadline of February 7, 2007, and include the topic, number of hours, who is on the panel, and what specialization hours are suggested. Status: Need to check with Daniel Zimmerman.

b. Publications – Anders Stenstedt, with Burt Fohrman and Karine Wenger

➔ **Action item -- Publications:** Karine Wenger to look into obtaining an article for the ILJ arising from the 'Decision 2007' arbitration program.

➔ **Action item -- Publications:** Burt Fohrman and Dena Cruz to collaborate on a form solicitation letter for use by all Executive Committee members in seeking articles for the ILJ.

➔ **Action item -- Publications:** John Garman to solicit articles from his USC LLM students for publication in the ILJ.

➔ **Action item -- Publications:** Each advisor to the Section should contact Burt Fohrman to work on the ILJ.

➔ **Action item -- Publications:** At the Treasurer's request, Julie Martinez to research and report on the number of copies of the ILJ printed for each edition.

➔ **Action item -- Publications:** Michelle Kim to create a new template/look for the eBrief.

➔ **Action item -- Publications:** Michelle Kim and Paro Astourian to be added to the masthead as editorial staff.

➔**Action item – Law Schools/Publications/Membership:** Dena Cruz to prepare a proposal regarding a law student competition sponsored and conducted by the Section, for further consideration at the next meeting on April 14, 2007. Others are to send her ideas for the structure of the competition.

➔**Action item – Publications:** Anders Stenstedt will confer with Burt Fohrman about timing of ILJ publication to coordinate with Dena Cruz's membership solicitation plans. Status: Need to check with Anders Stenstedt.

c. Publicity – Carol Brittain and Lyly Nguyen

➔**Action item -- Publicity:** Carol Brittain to prepare and distribute to all Committee members (1) a list of questions which must be answered by a program organizer to allow the publicity function to proceed efficiently, and (2) a set of date reminders to be distributed to program organizers to remind them of important dates in the publicity function.

d. Law Schools – Dena Cruz

➔**Action item – Law Schools/Publications/Membership:** Dena Cruz to prepare a proposal regarding a law student competition sponsored and conducted by the Section, for further consideration at the next meeting on April 14, 2007. Others are to send her ideas for the structure of the competition.

e. Membership – Dena Cruz

➔**Action item – Law Schools/Publications/Membership:** Dena Cruz to prepare a proposal regarding a law student competition sponsored and conducted by the Section, for further consideration at the next meeting on April 14, 2007. Others are to send her ideas for the structure of the competition.

➔**Action item -- Membership:** Dena Cruz to prepare an email for the Chair to distribute, inviting law students to join Section free of charge, with all the rights of membership except that they would not receive a paper copy of the ILJ due to printing and postage expenses.

➔**Action item -- Membership:** Dena Cruz to organize offering of one year's free membership to previous Section members, to be offered during the August 1 to September 1 window to avoid incurring an overhead charge by the Bar. The offer would be extended to those who dropped Section membership within the past five years, and offerees must opt in to activate the complimentary membership.

➔**Action item -- Membership:** Dena Cruz, with assistance from the Vice Chair, to organize sending fee MCLE tapes/CDs for specialization credits to former Section members to invite them to re-join.

➔**Action item -- Membership:** Michelle Kim to follow up with ethnically focused bar associations to explore common interests.

➔**Action item – Membership:** Dena Cruz will prepare a letter ready to mail by August 1, and Pam said that a CD can be mailed for free in November, to arrive November 15, but the Section needs first to decide what program(s) we want to include on the CD (e.g., bias, ethics, substance abuse.) Status: Dena Cruz and San San Lee are addressing this.

f. Networking/Liaison/Outreach – John Garman

➔ **Action item -- Outreach:** Donal Hanley to determine who is planning to visit the US from the Dai Ichi Bar Association.

➔ **Action item -- Outreach:** Julie Martinez to research whether the ABA is sponsoring a reception for the English Law Society visitors during the August 2007 ABA meeting in San Francisco.

➔ **Action item – Outreach:** On Paro Astourian's suggestion, he will work with Michelle Kim, San San Lee and Eric van Ginkel to explore relationships with ethnically oriented bar associations in California. The Section officers will discuss posting information about those organizations on the Section website. Status: Michelle Kim is following up.

g. Technical/Administrative – Paul Supnik and Alex Schlee

➔ **Action item – Technology:** With regard to the Section website, Dena Cruz, as Education Chair, noted that the Section website needs to have the online catalog of MCLE programs available updated to delete out of date programs. Status: Saralyn Ang-Olson to follow up as part of website cleanup.

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6. Other business

➔ **Action item – Other: Julie Martinez will work on obtaining appropriate Section signage for use at events.** Status: Julie Martinez is investigating.

7. Expense reports – **Julie Martinez**

8. Adjournment

INTERNATIONAL LAW SECTION

Executive Committee

Action Items for Subcommittee Chairs

a. Elizabeth Foster, Website Subcommittee Chair: This subcommittee is responsible for coordinating with the technical staff at the State Bar, headed by Michael Mullen, to ensure the Section website is correct and up to date. The website template is fixed by the State Bar, and some updates are made automatically the information displayed there, but the Section can and should submit additional information as appropriate. Monthly clean up should be coordinated with Michael Mullen's own updates to the website.

Due to a shift to largely electronic communications with Section members and potential members, the website is now the central location for information about the Section and its activities and resources. Therefore close coordination among the State Bar, the eBrief editor and the Website Subcommittee is critical to the Section's effectiveness and success.

Action items for Elizabeth Foster:

➔Before the 2008 Annual Meeting in Anaheim, Elizabeth will

--confer with Michael Mullen on his general website update procedures and work with him to clean up the website currently, including checking dead links;

--coordinate with the Section person responsible for eBrief preparation (Karine Wenger/Michelle Kim) to establish publication dates for the eBrief in tune with Michael Mullen's monthly clean up schedule.

➔Going forward, Elizabeth will help drive communications with Section members and potential members,

--by ensuring that timely and accurate postings and links are maintained and coordinated with Michael Mullen's department and the eBrief editors, and

--by coordinating with other Subcommittee chairs to learn of developments and plans to be highlighted in the website.

➔The website should include explanations of what each Subcommittee does and who its chair is.

➔Elizabeth will keep the officers posted by email on progress made and difficulties encountered.

b. Brent Caslin, External Relationships Subcommittee Chair: This Subcommittee is responsible for identifying, cultivating and expanding the Section's relationships with key foreign bar associations and similar organizations, including without limitation the Japan, Australia and England bar organizations already contacted, potentially Canada and Mexico bar organizations, the IBA, ICDR, and others.

➔Action item for Brent Caslin: Canvass various Section members to determine what relationships exist and which should be proposed.

➔Action item for Brent Caslin: Consider how to expand the nascent relationships with

--Dai Ichi bar association of Japan, for example, visiting with them in Japan, developing a list of attorneys who can be contacted by our members for assistance in handling legal matters in Japan; and

--Law Council of Australia, who are particularly interested in multijurisdictional practice (MJP) issues.

➔Action item for San San: Forward Kenji Hashidate's letter to Brent.

➔Action item for Brent Caslin: Ensure each of these foreign bar organizations is on the Section's mailing list for the eBrief.

c. Neil Smith, Programs Subcommittee Chair: Neil's broad background in international matters will be especially valuable to the Section in organizing, refining and presenting programs at the annual meeting and the Section Education Institute (SEI). Because of timing, the SEI planning for early 2008 is already underway and Daniel Zimmerman has agreed to work with Neil on the SEI, as Neil would do with his own successor next year.

➔Action item for Neil Smith and Daniel Zimmerman: Work together on 2008 SEI program organization, refinement and presentation and discuss generally the tips and tricks for organizing annual meeting and SEI programs.

d. Dena Cruz, Membership Subcommittee Chair:

➔Action item for Dena: Report on status of efforts to increase membership.

e. Anders Stenstedt, Publications Subcommittee Chair, and Michelle Kim, incoming editor of the eBrief:

➔Action item for San San: Contact Anders/Michelle about increasing frequency of publication of the eBrief and to ensure that it headlines events and items of interest and links directly to the website.

3. Daniel Zimmerman's participation in SEI 2008.

In view of the timing of the SEI, it is advisable that Daniel coordinate with Neil Smith on SEI matters.

➔Action item for Donal Hanley: Speak with Daniel Zimmerman on this.

4. Bylaws update/rewrite project.

➔Action item for Daniel Zimmerman: Deliver updated bylaws draft to San San by 12/31/07.

**International Law Section of the State Bar of California
2007 - 2008 Calendar**

September 2007

28th: Full Committee Annual Meeting: Anaheim

November 2007

2nd & 3rd: Retreat – Island Hotel, Newport Beach

2nd: 3:00 pm – 5:00 pm Members only meeting

3rd: 9:00 am – 1:30 pm Full committee meeting

December 2007

19th: Deadline for Section Education Institute materials submission

January 2008

Section Education Institute: San Diego, Hyatt Regency Mission Bay

19th: Full committee meeting (**Location TBD**)

Please have annual meeting courses available for Committee to discuss

20th: Members only meeting (**Location TBD**)

February 2008

1st: Appointment applications due; all advisors (other than emeriti) must re-apply

March 2008

April 2008

(Applications Review)

May 2008

June 2008

July 2008

August 2008

September 2008

Annual Meeting